
	IS15700:2005 Cft No.SQ/L-6000140		
	वित्त मंत्रालय	MINISTRY OF FINANCE	
	राजस्व विभाग	DEPARTMENT OF REVENUE	
आयुक्त सीमाशुल्क का कार्यालय, चेन्नई - II		OFFICE OF THE COMMISSIONER OF CUSTOMS, CHENNAI-II	
सीमाशुल्क गृह, 60, राजाजी सालै, चेन्नई - 600001		CUSTOMS HOUSE, 60, RAJAJI SALAI, CHENNAI - 600001	
दूरभाष: 044 25230371, 044 25267778		Phone: 044 25230371, Fax: 044 25267778	

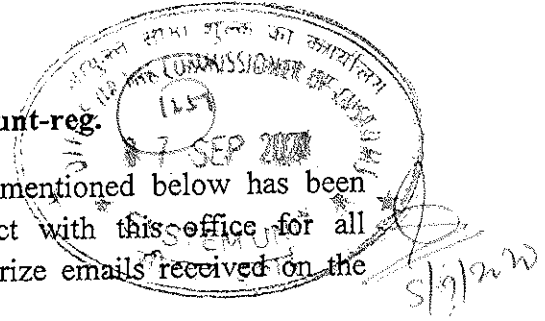
F.No.S.Misc.43/2020-AM-II

Dated: 03.09.2020

OFFICE ORDER No.: 21/ 2020

Sub: Assigning charge of accessing designated email account-reg.


This for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with this office for all communication. Accordingly, the responsibility to access and diarize emails received on the designated e-mail id is assigned as under-



Email id	Regular charge	Link Officer
chennai-importoffice@gov.in	Shri V Rajagopalan, Lower Division Clerk	Shri S Govindasamy, Tax Assistant

2. Brief description of functions and responsibilities of the charge:

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Commissioner of Customs Import Commissionerate Chennai.
- The designated person will diarize the email and send it on e-Office to the officer to whom it is addressed.
- In case the email contains attachments other than pdf such as word document, excel sheet, ppt etc., which may be required by a user, the email, besides being diarised in e-Office, shall be forwarded to the user on their email after entering comments in 'Remarks' column in e-Office that it has been sent to them.


 (R SRINIVASA NAIK)
 COMMISSIONER OF CUSTOMS
 IMPORT COMMISSIONERATE CHENNAI

Copy to:

- Sr.PS to Commissioner of Customs, Chennai-II Commissionerate.
- Sr. PS to the Chief Commissioner of Customs, Chennai
- The Principal Commissioners / Commissioners,
CH-I, III, IV, VII, VIII, Audit and Appeals-I & II Commissionerate.
- All the officers and staffs of this Commissionerate
- The Supdt. EDI for uploading the same on website.
- The Supdt. CHS for displaying at Notice Board.